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NOTIFICATION

No. A.12018/26/2021-P&AR(GSW), the 6th December, 2021. In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Mizoram Subordinate Stenographers Service Rules, 2004, notified in the Mizoram Gazette extraordinary issue number 23 dated 22.01.2004, except as respects things done or omitted to be done before such supersession, the Governor of Mizoram hereby makes the following rules regulating the method of recruitment and the conditions of service of the Mizoram Stenographers Subordinate Service, namely :-

1. Short title and commencement:

1) These rules may be called the Mizoram Subordinate Stenographers Service Rules, 2021.
2) They shall come into force from the date of their publication in the Official Gazette.

2. Definitions.-In these rules, unless the context otherwise requires,-

a) 'appointing authority' means the authorities as defined under rule 2(a) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965.
b) 'authorised strength' means the strength of duty posts in the Mizoram Subordinate Stenographers Service cadre against which regular appointments are made.
c) 'Commission' means the Mizoram Public Service Commission;
d) 'Constitution' means the Constitution of India.
e) 'Departmental Promotion Committee' in relation to any grade, means the Committee constituted by the Government from time to time as indicated in Schedule-IV of these rules;
f) 'duty post' means any post, whether permanent or temporary, as specified in Schedule – I of these rules;
g) 'Gazette' means the official Gazette of the State of Mizoram.
h) 'Government' means Government of Mizoram;
i) 'Governor' means the Governor of Mizoram;
j) 'grade' means any of the grades of the Service as specified in Schedule-I of these rules;
k) 'regular service' in relation to any grade means the period or periods of service in that grade rendered after selection and appointment thereto under the rules according to the prescribed procedure for regular appointment to that grade and includes any period or periods:-
   (1) taken into account for the purpose of seniority in case of those already in service at the time of notification of these rules;
   (2) during which an officer would have held a duty post in that grade but for being on leave or otherwise not being available for holding such post;

l) 'Schedule' means the Schedule appended to these rules;
m) 'Service' means the Mizoram Subordinate Stenographers Service constituted under rule 3 of these rules;

3. Constitution of the Service.-

1) There shall be constituted a service known as the Mizoram Subordinate Stenographers Service.
2) All posts included in the Service shall be classified as Group 'B', Non-Gazetted posts.

4. Grades, authorized strength and review:

1) The authorized strength of various grades of the Service on the date of commencement of these rules, the number of posts in each grade, their designation and the level in the pay matrix/scale of pay attached thereto shall be as specified in Schedule-I.
2) After the commencement of these Rules, the authorized strength of various grades of the Service shall be as may be determined by the Government from time to time.
3) The Government may make temporary additions to, or reduction in the Service of the duly posts in the various grades as it may deem necessary from time to time.
4) The Government may, in consultation with the Commission, include in the Service such posts as may be equivalent to the posts included in the Service in status, grade, scale of pay and professional content other than those included in Schedule-I or exclude from the Service a post included in the said Schedule.
5) The Government may, in consultation with the appropriate Departmental Promotion Committee, appoint an officer whose post is included in the Service under sub-rule (4), to the appropriate grade of the Service in a temporary capacity or in a substantive capacity, as may be deemed fit, and fix his seniority in such grade in accordance with the general orders and instructions issued by the Government from time to time.

5. Members of the Service.-

1) The following persons shall be the members of the Service, namely:
   a) The officers of the Mizoram Subordinate Stenographers Service holding duty posts in various grades of that Service on regular basis or holding lien on such posts on the date of commencement of these rules, and
   b) A person appointed to any grades of the Service under rule 6.
2) A person appointed under clause (a) of sub-rule (1) shall be deemed to be a member of the Service in the appropriate grade applicable to him.
3) A person appointed under clause (b) of sub-rule (1) shall be a member of the Service in the appropriate grade applicable to him from the date of such appointment.

6. Future maintenance of the Service.-

1) After the commencement of these rules, the vacancies in any of the grades referred to in Schedule-I shall be filled in the manner as hereinafter provided under these rules.
2) The methods of recruitment, the field of selection and the eligibility criteria, as the case may be, for appointment to the grades included in the Service shall be as specified in Schedule-II.
3) The educational and other qualifications including the age limits for direct recruitment to the appropriate grades of the Service shall be as specified in Schedule-III.
4) The composition of the Departmental Promotion Committee and the circumstances for consultation with the Mizoram Subordinate Services Selection Board for various methods of recruitment shall be as specified in Schedule-IV.
5) The procedure for conduct of direct recruitment including any other methods of recruitment shall be as per the rules or regulations or guidelines or instructions issued by the Government from time to time.

7. Filling of duty posts by deputation.-

1) In the event of non-availability of eligible candidates and notwithstanding anything contained in rule 6, where the Government is of the opinion that it is necessary or expedient so to do, it may, for reasons to be recorded in writing, fill-up duty post in any grade by deputation of suitable officers holding analogous posts under the Central/State Government following the guidelines on deputation issued by the Government from time to time.
2) The period of deputation shall be for a period not exceeding three years, which may, in special circumstances, be extended in any case not beyond five years, as the Government may think fit.

8. Seniority.-

1) The relative seniority of the members of the Service on commencement of these rules shall be the relative seniority in their respective grades as determined before the commencement of these rules:

Provided that if the seniority of any member of the Service has not been determined before the commencement of these rules, it shall be determined by the Government in accordance with the general guidelines governing fixation of seniority issued by the Government from time to time.

2) The seniority of persons recruited to the Service, after the commencement of these rules, shall be determined in accordance with the general guidelines issued by the Government in this behalf from time to time.
3) In cases not covered under sub-rule (1) and (2) of these rules, seniority shall be determined by the Government in consultation with the Commission.

9. Probation.-

1) Every officer on appointment to the Service by direct recruitment shall be on probation for a period of two years;

Provided that the period of probation for officers appointed to the Service through methods of recruitment other than direct recruitment shall be governed by the orders or instructions issued in this behalf by the Government from time to time;

Provided further that the appointing authority may extend the period of probation in accordance with the instructions issued by the Government in this behalf from time to time;

Provided also that any decision for extension of probation period shall be taken within six to eight weeks after the expiry of the initial period of probation and communicated in writing to the concerned officer, together with reasons for so doing within the said period.

2) On completion of the period of probation or any extension thereof, an officer shall, if considered fit for permanent appointment, be considered for confirmation in terms of the orders of the Government issued from time to time.
3) If, during the period of probation or any extension thereof, as the case may be the Government is of the opinion that an officer is not fit for permanent appointment, it may discharge the officer or revert him to the post held by him prior to his appointment in the service, as the case may be.
4) During the period of probation or any extension thereof, an officer may be required by Government to undergo such courses of mandatory foundation/induction training or to pass such examinations or tests as the Government may deem fit, as condition for satisfactory completion of probation.
5) Once a member of the Service has been confirmed in the lower grade, he/she shall not be required to be confirmed again in each grade or post.
6) As regards other matters relating to probation, the members of the Service shall be governed by the orders or instructions issued by the Government in this behalf from time to time.

10. Appointment to the Service.- All appointments to the Service shall be made by the appointing authority to the appropriate grades of the Service and not against specific posts.

11. Posting of Members of the Service.-

1) Every member of the Service shall, unless he is on leave or otherwise not available for holding a duty post, be posted against a duty post of the appropriate grade in the Service.
2) Notwithstanding anything contained in sub-rule (1), the State Government, in public interest, shall have the right and power to transfer any member of the Service to any other post or position which is equivalent in rank or grade.

12. Training and Departmental Examination.- Every member of the Service shall undergo such training or pass such Departmental Examination as may be prescribed by the Government from time to time.

13. Disqualification.-

No person –

a) who has entered into or contracted a marriage with a person having a spouse living; or
b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service;

Provided that the State Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and to the other party to the marriage and that there are other valid grounds for doing so, exempt any such person from the operation of this rule.

14. Other conditions of service.- The conditions of service of the members of the Service in respect of matters not expressly provided for in these rules, shall, mutatis mutandis and subject to any special orders issued by the Government in respect of the Service, be governed by the general rules framed or orders issued by the Government from time to time.

15. Power to relax.- Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, in consultation with the Mizoram Subordinate Service Selection Board through the Department of Personnel & Administrative Reforms, relax any of the provisions of these rules with respect to any class or category of persons.

16. Saving.- Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Ex-servicemen and other special categories of persons in accordance with the order issued by the Government of Mizoram from time to time in this regard.

17. Interpretation.- If any question arises relating to the interpretation of these rules, it shall be decided by the Government.

Secretary to the Government of Mizoram,
Department of Personnel & Administrative Reforms.

SCHEDULE-I
[see rule 4(1)]

(Name of post/grade, scale of pay and number of posts)

A. STENOGRAPHER GRADE-II

{Level-07 in the Pay Matrix (Rs 39,100 - Rs 86,800)}

Sl No	Name of post(s)	Number of post(s)
(1)	*(2)*	*(3)*
1.	**Senior Personal Assistant**	96
	TOTAL	**96**

B. STENOGRAPHER GRADE-III
{Level-06 in the Pay Matrix (Rs 35,400 - Rs 78,800)}

Sl. No.	Name of post(s)	Number of post(s)
(1)	*(2)*	*(3)*
1.	**Personal Assistant**	169
	TOTAL	**169**

TOTAL CADRE POST OF MIZORAM SUBORDINATE STENOGRAPHER SERVICE (A+B) : 264

SCHEDULE – II
[see rule 6(2)]

(Methods of recruitment, field of selection and eligibility criteria)

Sl. No.	Name of grade	Methods of recruitment and percentage of the vacancies to be filled by various methods	Whether selection or non-selection posts?	Field of selection and eligibility criteria
(1)	*(2)*	*(3)*	*(4)*	*(5)*
1.	Stenographer Grade-II	50% by Promotion 50% by Limited Departmental Examination	Selection	**Promotion:**From officers in the Stenographer Grade-III of the Service with 5 (five) years' of regular service in the grade rendered after appointment thereto on a regular basis. **Limited departmental examination:**From officers in the Stenographer Grade-III of the Service with 5 (five) years' of regular service rendered after appointment thereto on a regular basis.
2.	Stenographer Grade-III	100% by Direct Recruitment	Not applicable	Not applicable

Note: *Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/ eligibility service by more than three months, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service.*

SCHEDULE – III
[see rule 6(3)]

[Educational and other qualifications including age limit for direct recruitment]

Sl. No.	Name of grade	Educational and other qualifications	Age limit for direct recruitment
(1)	*(2)*	*(3)*	*(4)*
1.	Stenographer Grade-III	1. Bachelor's Degree from a recognized University. 2. Holder of Diploma Certificate in English Stenography from a recognized institution. 3. Basic knowledge of computer application equivalent to Course on Computer Concepts (CCC) of National Institute of Electronics and Information Technology (NIELIT) or Diploma in Computer Application/ Certificate in Computer Application from institutions recognized by Mizoram State Council for Technical Education or such other courses of the level as determined by the Government from time to time. 4. Working knowledge of Mizo language at least Middle School standard.	Between 18 years and 35 years **Note:** The crucial date for determining the age limit of candidates shall be the closing date of receipt of applications from candidates.

Note 1*: Candidates whose final examination for a degree of recognized University has been held and the results are yet to be declared in due course may be allowed to appear in the written examination. All candidates who are declared qualified in the written examination will be required to produce proof of passing the requisite examination on or before the date of personal interview.*

Note 2*: In exceptional cases, the Mizoram Public Service Commission or the Mizoram Subordinate Services Selection Board or the department conducting the examination may treat a candidate who does not have any of the foregoing qualification as a qualified candidate provided that he/she has passed examination conducted by other institution the standard of which in the opinion of the Mizoram Public Service Commission or the Mizoram Subordinate Services Selection Board or the department justifies his/her admission to the examination.*

Note 3*: Candidates possessing professional and technical qualifications which are recognized by Government as equivalent to professional and technical degree would also be eligible for admission to the examination*

SCHEDULE – IV
[see rule 6(4)]

[Composition of the Departmental Promotion Committee and circumstances for consultation with the Mizoram Public Service Commission]

Sl. No.	**Name of grade**	**Composition of Departmental Promotion Committee for various methods of recruitment**	**Circumstances for consultation with the Mizoram Public Service Commission**
(1)	*(2)*	*(3)*	*(4)*
1.	Stenographer Grade-II	Mizoram Subordinate Services Selection Board	Exempted from the purview of Mizoram Public Service Commission.
2.	Stenographer Grade-III		

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